

2016

RECRUITMENT & SELECTION CATALOG

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OUR SERVICES

Employment Civil
Service Exams

Creative job
announcements
& advertising
options

Government
human resource
expertise

So is Wisconsin Personnel Partners

Managing human resources poses a unique challenge to public entities across Wisconsin. As government staffing specialists, we understand. And, we're ready to work with you to complement your human resource efforts in many useful ways.

Wisconsin Personnel Partners has been developing and providing Wisconsin's public sector with tools to assist governments evaluate applicants for employment and promotion.

Testing is just the starting point. We will commit to achieving compliance in your organization and satisfying your unique personnel needs -- no matter how your human resources department is configured.

THE BENEFITS TO YOU ARE:

Expertise and Insight -- With over 375 clients and 70 years in government hiring, take advantage of our knowledge to ensure the right hire for your position. Our caring staff offer years of experience in the civil service hiring process.

Save Time and Money -- We offer testing for more than 100 positions; from accounting to law enforcement. By working with one trusted testing source, instead of four or five, your recruitments will be more streamlined and less stressful.

Consulting Services -- Need help finding candidates and making a successful hire the first time? We will work with you to bring you a wide range of timely, cost-effective, and up-to-date services at a fraction of the cost that the private sector charges.

- Publicize your vacancies
- Take advantage of our social media reach
- Customized Assessments
- Examination Services
- Pre-screened applicant pool
- Position descriptions



Exam Guidelines and Support Services

For over 70 years, Wisconsin Personnel Partners has been developing and providing Wisconsin's public sector with tools to assist governments evaluate applicants for employment and promotion. process and discuss the kind of assessment tool that is most beneficial for the position you want to fill.

Our exams will help you understand more about the real knowledge, skills and abilities (KSAs) of your applicants. Wisconsin Personnel Partners has unique, job-related, content-valid exams.

PREVIEWING EXAMS

It is important that our exams match your job descriptions. You may preview exam content before agreeing to use our services.

We develop our exams using experts in the field to generate valid content. Still, since job duties for similar positions can vary, the exam user assumes final responsibility to determine the exam content fits your position. Previewing it first may provide the added comfort level you need.

EXAM SECURITY

We take exam security seriously at Wisconsin Personnel Partners to ensure our exam reliability. High security standards have been set in order to protect both our clients and their applicants.

Therefore, prior to receiving examinations, every client must have a signed Exam Security Agreement on file and agree to:

- Keep examination materials secure at all times.
- Don't allow potential examinees to review or inspect any examination materials.
- Do not discuss exam material with anyone.
- Never duplicate of examination materials, in any form.
- Never falsify or obstruct examinations.

The Security Agreement will be kept on file and updated annually.

EXAMS CATEGORIES:

- Protective Services
- Building and Park Maintenance
- Laborer
- Custodial
- Administrative Assistant
- Clerical



ADMINISTER EXAMS

You choose which meets your needs the best

1. At Exam Centers
2. At your location using your proctor
3. At your location using our proctor

SCORING

Leave the Scoring to Us

Wisconsin Personnel Partners will take care of scoring for you. We will provide you with alphabetical and rank-ordered lists quickly after the exam. We strongly recommend a thorough review of the scores before making any hiring decision.

Releasing Scores to Applicants

Scores are released to the appropriate contact within your organization only. Wisconsin Personnel Partners does not release scores to individual examinees. Each jurisdiction must follow their own policies and procedures when releasing scores to applicants.

Passing Points

Wisconsin Personnel Partners does not set the passing point for exams, but leave that up to you. You can decide how high you want to set the bar for your applicant pool giving you maximum flexibility over your selection process.

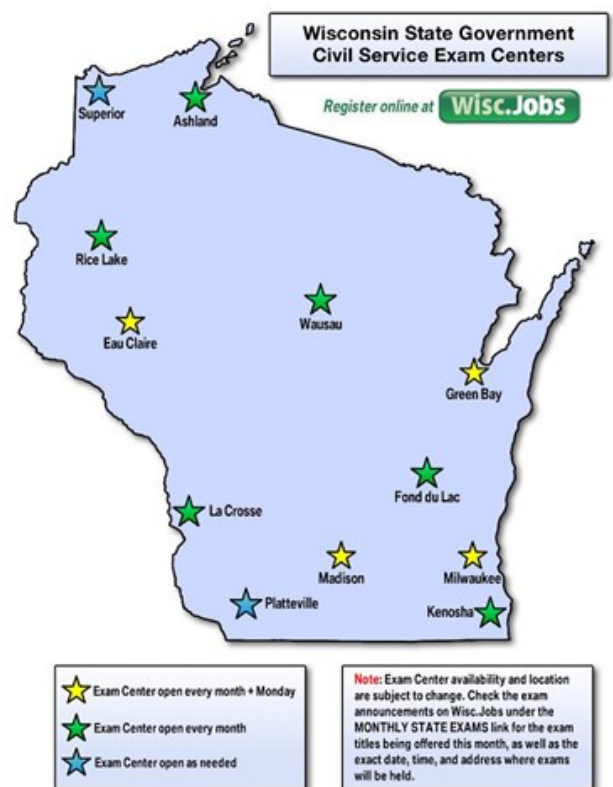
REUSE SCORES

Avoid the Practice Effect

The term Practice Effect refers to Improving exam scores by taking the same exam again within a short period of time. The examinees are able to improve their score by recalling information from the recently taken exam, not because there has been growth or skill improvement.

When you administer an exam you want the best fit for the requirements of the position. Avoiding the practice effect will help ensure your examination results are an accurate measure of your candidates' knowledge, skills and abilities.

To avoid artificially inflated scores, Wisconsin Personnel Partners does not allow an examinee to take the same exam within a 6-month time period, or 184 days to be exact. We keep their scores on file and notify you of your reuse applicants. You get the scores of every reuse applicant at a discounted fee!



USING WISCONSIN CIVIL SERVICE EXAM CENTERS

In association with Wisconsin Civil Service, exams are administered 12 times each year, at 8:30 a.m. on the second Saturday of each month in 10 communities statewide. Monday exam centers are available

We notify applicants of the date, time and location of the examination approximately 10 calendar days before the exam. We have quick turn-around-time and will send you alphabetical and rank-ordered lists of applicant scores.

In order to process your request for testing, please submit an Exam Center Order Form and applicant list by the end of the day, three Mondays prior to the exam date. Order form and applicant list template available on our website.

You may assign your applicants to an exam site, otherwise, we can assign a convenient location. If you can't e-mail, fax it to us at (608) 267-1000. There are additional fees for orders that do not include applicant social security and e-mail information

Special Accommodation

With your written approval, we will provide reasonable accommodations for applicants with disabilities. The decision to allow a special accommodation is yours. We recommend that the disability and type of accommodation required should be verified by a physician or qualified professional.

ADMINISTERING EXAMS IN YOUR COMMUNITY

Wisconsin Personnel Partners can handle all of the exam administration details including: arranging proctors and sites, sending exam notification to applicants, administering the exam, and processing and sending out exam results. Simply provide a couple of dates convenient to you and your applicants, we will do the rest.

Using Our Proctors

We have experienced proctors to administer your civil service exams for you. To ensure proctor availability, orders need to be placed three weeks prior to exam date.

Using One of Your Proctors

Arrangements can be made for someone from your jurisdiction to act as proctor. We will provide the needed information and supplies to your proctor. This can save time in processing scores and gives you more flexibility in selecting a date.

Placing Your Order

In order to process your request for testing, please submit an Local Administration Order Form and applicant list template available on our website. If you can't e-mail, fax it to us at (608) 267-1000. There are additional fees for orders that do not include applicant social security and email information

EXAM CENTER LOCATIONS

- Ashland
- Eau Claire
- Fond du Lac
- Green Bay
- Kenosha
- La Crosse
- Madison
- Milwaukee
- Rice Lake
- Wausau
- Superior

Exam Catalog



EXAM CLASSIFICATIONS

1. Correctional
2. Fire Services
3. Law Enforcement
4. Office, Clerical & Customer Service
5. Professional & Para-professional
6. Service & Maintenance

Don't see an exam that meets your needs? We will work with you to custom design an exam to meets your requirements.

LAW ENFORCEMENT

Detective Investigator, 0767/040/203

Average time to complete - 2 hours, 102 questions

Knowledge of interviewing and interrogation techniques; gather evidence and obtain information; relevant laws, statues and legal procedures; investigatory techniques.

Detective Sergeant, 0490/000/201

Average time to complete - 2 hours, 100 questions

Ability to handle evidence properly, including identification, collection and maintenance of physical evidence; ability to interview witnesses and suspects; knowledge of legal terminology and concepts; general knowledge related to police work; ability to effectively supervise subordinates, including training, performance evaluations, assigning work.



Entry Level Law Enforcement,

0858/070/204, Average time to complete - 3 hours + 5 min OMB), 134 questions*

Ability to observe and remember important details of a situation; make decisions; solve problems and exercise sound judgment in emergency and non-emergency situations; read, write and understand English effectively, including use of correct spelling, punctuation and grammar; maintain positive and effective relationships with citizens of the community; write logical, clear and concise reports, perform basic mathematical functions. [Ask how you can get a discount on this exam!](#)

Law Enforcement Captain,

0516/010/201, Average time to complete - 2 hours, 100 questions

Knowledge of supervisory, administrative and managerial procedures including discipline and grievances; knowledge of training procedures; ability to read and comprehend what is read; general law enforcement procedures.

Law Enforcement Lieutenant,

0917/000/200, Average time to complete - 2 hours, 120 questions

Ability to supervise effectively, including training, performance evaluation, discipline; knowledge of effective public relations; general law enforcement.

Law Enforcement Sergeant,

0910/040/201, Average time to complete - 3 hours, 172 questions

Knowledge of laws, statues and codes for criminal and civil situations; reading comprehension; public relations and communications; supervisory skills.

Exam Catalog



Sheriff's Sergeant, 0968/060/201,
Average time to complete 2.5 hours, 139 questions

Knowledge of Wisconsin statutes, criminal and civil code; effective communication and reading skills; public relations; supervision principles, training techniques; investigative; evidence, victim witness interview techniques; legal terminology; jail supervision; knowledge of jail operations.

Telecommunications Operator,
0954/050/200, Average time to complete - 2 hours, 136 questions

Personnel and fiscal management; analysis and reading comprehension; supervision; operations and computer competency. [Ask how you can get a discount on this exam!](#)

CORRECTIONAL

Deputy Sheriff Security, 1010/050/200
Average time to complete - 3 hours, 106 questions

Ability to observe and remember critical or important details of a particular situation; reading comprehension, judgment; general office procedures; perform basic mathematical functions; read tables; and comparison skills.

Jail Officer, 0955/030/203 ; *Average time to complete - 3.5 hours + 6 minutes OMB*), 145 questions*

Ability to observe and remember what is observed; reading comprehension, judgment; grammar, language usage and spelling. [Ask how you can get a discount on this exam!](#)

Jailer/Dispatcher, 0976/080/200
Average time to complete - 3 hours + 5 minutes OMB) 166 questions*

Ability to observe and remember what is observed; judgment; grammar; reading comprehension; map reading; communications skills; general office procedures; public relations; reading tables; mathematics; comparison skills.

CONTACT US

E-mail:

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Phone:

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Monday—Friday
7:45a.m. to
4:30 p.m.

Mail:

P.O. Box 7855
Madison, WI
53707-7855

Fax:

(608)267-1000

Internet:

<http://wpp.wi.gov>

Social:



Exam Catalog

TIME LIMITS

The suggested time limit is based on the time it takes the average applicant to complete the particular exam. However, examinees will be given **4 hours** to complete each exam if required.

FIRE SERVICES



Entry Level Firefighter,

0581/040/203 Average time to complete - 3 hours, 134 questions

Reading comprehension; analyze problems; perform mathematical functions; knowledge of basic mechanics. [Ask how you can get a discount on this exam!](#)

Telecommunications Operator,

0954/050/200; Average time to complete - 2 hours, 136 questions Note: Also listed under Law Enforcement

Personnel and fiscal management; analysis and reading comprehension; supervision; operations and computer competency. [Ask how you can get a discount on this exam!](#)



PROFESSIONAL & PARAPROFESSIONAL

Accountant, *0643/080/200; Average time to complete - 3.5 hours, 159 questions*

Knowledge of accounting and auditing; governmental accounting; computer, data processing and systems analysis terminology; statistics; budget procedures; organization and administrative management; business law; economics. [Ask how you can get a discount on this exam!](#)

Social Services/Income Maintenance

Worker, *0498/030/201; Average time to complete- 2 hours, 100 questions*

Knowledge of basic social service needs and interviewing techniques; ability to compute basic income maintenance budget eligibility problems; knowledge of filing, grammar, clerical practices and procedures.

Veterans Service Officer, *0443/040/203, Average time to complete - 2 hours, 105 questions*

Skills in interviewing, report writing, record keeping and filing; knowledge of military/veterans benefits and general terminology; ability to write letters and speeches; grammar and spelling; public relations and reading comprehension; basic math skills.

[Ask how you can get a discount on this exam!](#)

Exam Catalog



OFFICE, CLERICAL & CUSTOMER SERVICE

Office Clerical, 1011/060/200 ; Average time to complete - 2.5 hours, 109 questions or 1051/050/200, Average time to complete -2.5 hours, 99 questions

Accurately check and compare names and numbers; basic arithmetic, file and classify materials by following instructions; knowledge of grammar; read and comprehend what is read; ability to review and analyze information. [Ask how you can get a discount on this exam!](#)

Clerical Dispatcher 0953/050/200; Average time to complete - 2.5 hours, 93 questions

SERVICE & MAINTENANCE

Custodian Leadworker, 0974/040/200, Average time to complete - 2.5 hours, 127 questions

Knowledge of operation and maintenance of custodial and related mechanical equipment; reading comprehension, written communication; job safety; leadworker principles. [Ask how you can get a discount on this exam!](#)

ALSO AVAILABLE:

- Administrative Assistant
- Building Maintenance
- Chief Deputy Sheriff
- City Clerk
- Cook
- Court Clerk
- Fire Department Captain
- Fire Dept Chief
- Fire Dept Lieutenant
- Firefighter First Aid
- Food Service Worker
- Heavy Equipment Mechanic
- Jail Lieutenant
- Jail Sergeant
- Laborer General
- Legal Secretary
- Maintenance Mechanic
- Parks and Grounds Maintenance
- Payroll Specialist
- Police Chief
- Public Safety Officer
- Public Works Crew Person Motor Vehicle Operator
- Records Clerk
- Telecommunications Supervisor
- Veteran Service Officer Supervisor

PLACING AN ORDER

For exam orders please submit the following:

- Order form
- Applicant List Template
- Security Agreement
- Position description

Templates and instructions available at <http://wpp.wi.gov>

Recruiting Services

SPECIALIZED SERVICES

1. Customized Exams
2. Publicizing Vacancies
3. Pre-Screened Applicant Lists
4. Writing Position Descriptions

RECRUITING

The staff at Wisconsin Personnel Partners are experts in providing local governments with recruitment tools to find and attract qualified candidates that are a good fit for you.

We will work with you to review and evaluate your selection process. We are committed to finding the recruiting method that is most appropriate for the position you want to fill.

We can help you to find candidates, or we can find them for you. We understand your government staffing needs and our services are priced competitively over the private sector.

PUBLICIZING VACANCIES

We offer a cost-effective method for publishing your vacancy on the State of Wisconsin's Wisc.Jobs website and social media sites.

Thousands of job seekers review job announcements on Wisc.Jobs, the state's primary method of announcing job vacancies. Unlike newspaper advertisements, you are charged a flat fee, not per line or letter. Provide as much pertinent job information as you would like; even links to your website.

You can provide us with your job announcement in final form, or we can help you write it. Your announcement will be posted on the website until your application deadline date. Open recruitments will be posted for a maximum of 3 months.

SOCIAL MEDIA

Now you can reach more candidates by promoting your open position on our social media sites. Wisc.Jobs has over 40,000 followers on its social media posts. Your job announcement could capture that audience when posted to Wisc.Jobs social media platforms.

PRE-SCREENED APPLICANT LISTS

Don't have time to test? Looking for applicants with specific skills or characteristics? Need currently qualified applicants? Let us help you. We can provide you with a list of applicants who already meet your requirements and are interested in working in your area.

Wisconsin Personnel Partners saves you time and money with our pre-screened applicant lists! Draw from our large pool of qualified applicants.



Consulting Services

CUSTOMIZED EXAMS

You may have a unique position which requires a unique solution. A multiple-choice exam may not meet your needs. Wisconsin Personnel Partners will work with you to custom design an exam that meets your requirements. We can

- Modify an existing exam
- Combine two or more exams
- Create a new exam

A position analysis is required when creating a custom exam to ensure proper exam content. Wisconsin Personnel Partners HR Consultants are experienced in conducting position analysis. We will work with your job experts to develop exam content and exam questions so that you can make the right hire for your unique position.

The level of required customization varies. Wisconsin Personnel Partners will work with you to decide the most economical, reliable and valid solution.

POSITION DESCRIPTIONS

Many HR managers find creating "position descriptions" to be a daunting task, Wisconsin Personnel Partners will work with you to turn this "problem" into opportunity.

We work with you to create new or updated descriptions for your organization

Filling a vacant position is an ideal time to re-evaluate your current position description. We will work with you to determine whether duties should be restructured or revised. We will gather the pertinent information and create an accurate working job description so you can take control of your hiring process.

- Applicant selection
- Employee training
- Performance appraisal
- Compensation packages

Leave the work to us and let us design your next position description.

Wisc.Jobs

**WISC.JOBS
HAS GONE
SOCIAL!**

• Facebook



• Twitter



• Linked In



• Google+



Fees

CENTERED EXAM FEE SCHEDULE

Service	Number of Applicants	Fee
Examination	1-100 applicants	\$15.50/ applicant
Examination	101-250 applicants	\$14.50/ applicant
Examination	251 + applicants	\$13.50/applicant
Re-use	Per applicant	\$9.00
Applicant No-Show	Per applicant	\$4.50

DISCOUNTS AVAILABLE

- Complete a Job Content Analysis Worksheet.
- Serve as a Subject Matter Expert

Ask how the next time you place an exam order.

Reuse Score: There will be a \$9.00 fee for any applicant that has taken the test within the past 184 day.

Applicant No-Show: There will be a \$4.50 fee for each applicant who is scheduled to test, but does not report for the exam.

Minimum Administration Fee: The total charge for examinees, reused scores and applicants who did not report must be at minimum of \$135. There will be a minimum fee charged of \$135 per order.

Using the Applicant List Template: You are encouraged to submit applicant lists utilizing the Excel template and e-mail it to wpp@wisconsin.gov. There will be a fee assessed for applicants not submitting via e-mail in the template.

Missing Social Security Numbers: For orders where the last 4 digits of the social security numbers are not provided, there will be an additional fee of \$75.00/ order.

SPECIALIZED EXAMINATION DEVELOPMENT FEE SCHEDULE

We will develop exams tailored to your specific job utilizing your subject matter experts. This service includes job analysis and validation report.

The base price for a 3 dimension exam is \$350, plus \$150 per additional dimension when utilizing questions from existing exams. The base price for developing new questions is \$350 plus \$225 per dimension.

If required, travel costs are additional. Actual costs will be billed, but will not exceed the following:

- Mileage \$0.51 per mile
- Hotel \$70 per night
- Meals: Breakfast \$8.00, Lunch \$10.00, Dinner \$20.00

Fees

LOCAL EXAM ADMINISTRATION FEE SCHEDULE

Service	Number of Applicants	Fee
Administration fee	1+	\$55.00
Examination	1-100 applicants	\$15.50/ applicant
Examination	101-250 applicants	\$14.50/ applicant
Examination	251 + applicants	\$13.50/applicant
Re-use	Per applicant	\$9.00

Administrative Fee: There will be an administrative fee of \$50.00 for shipping, handling and administrative charges for each order.

Reuse Score: There will be a \$9.00 fee for any applicant that has taken the test within the past 184 day.

Minimum Administration Fee A minimum charge for exam administration, examinees and reused scores will be \$175.

Proctor Fees: For local units of government who prefer to have the exam administered in their own community by our proctor travel fees will be charged. There will be a fee of \$12.40 per hour from the time the proctor leaves home until the proctor returns home. An additional fee of \$0.51 per mile will be reimbursement. If a Wisconsin Personnel Partners proctor is not used, proctor fees are not charged

Using the Applicant List Template: You are encouraged to submit applicant lists utilizing the Excel template and e-mail it to wpp@wisconsin.gov. There will be a fee assessed for applicants not submitting via e-mail in the template.

Missing Social Security Numbers: For orders where the last 4 digits of the social security numbers are not provided, there will be an additional fee of \$75.00/ order.

PLACING AN ORDER

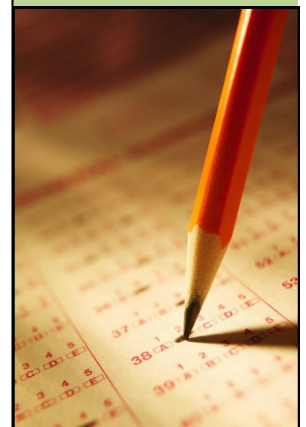
For exam orders please submit the following:

- Order form
- Applicant List Template
- Security Agreement
- Job Expert Agreement
- Position description

Templates and instructions available at <http://wpp.wi.gov>

WISCJOBS FEE SCHEDULE

WiscJobs Fee Schedule	
WiscJobs Service	Fee
WiscJobs post (up to 3 months)	\$140.00
Additional 3 months (before 1 st 3 month expiration)	\$35.00
Post to 1 social media platform (1 time)	\$25.00 each
Post to all 4 social media platforms (1 time)	\$35.00



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